

Essex Care Consortium is an independent care organisation offering residential and day services for adults with learning disabilities. We are proud to be a Disability Confident Employer.

This post is subject to an Enhanced DBS check and reference checks.

Essex Care Consortium LTD is pleased to announce a new senior care position of:

### **'Individual Care Co-ordinator'**

This person will work closely alongside individual clients who have extremely complex needs and are in receipt of considerable specialist single service input and support.

They will be responsible for overseeing and co-ordinating all aspects of care and its delivery to the individual in conjunction with the Registered Manager.

Individual care co-ordinators will have experience of working alongside individuals with complex emotional, psychological and physical needs, autism, challenging behaviour, health / medical issues etc.

They will be extremely good communicators and be able to liaise closely with others maintaining clear professional relationships at all times.

They need to be enthusiastic, committed and flexible with regard to approach. They need to be able to work alone with clients accessing a 'single service' and also as part of a team to

Co-ordinate care delivery and mentor other staff.

Specific areas of responsibility will include:

- Communication and communication aids
- Care planning and production of individual guidelines
- Emotional and behavioural support
- Professional liaison with relatives and external agencies
- Personal appointments
- Medication and medical support
- Annual review and documentation
- General paperwork and documentation
- Staffing support and rota
- Activities, outings and holiday
- Menu planning and nutrition
- Personal finances

This is a full time post of 39 hours per week. Rate of pay for this role is £8.60 per hour Monday – Friday and £9.60 at weekends and bank holidays.

Any overtime will be paid at this rate for this role. Other general overtime outside of this role will be paid at the standard support worker or shift leader rate.

Candidates must be 18 years old and over. Driving licence is not essential but would be beneficial.

Training:

Full induction training is provided. NVQ Level 2 is preferred but not essential. Care Certificate training will be provided for anyone who hasn't worked in care before. We also offer regular training including SOVA, MCA & DoLs, Health and Safety, First Aid, Medication and Infection Control.

For more information about Essex Care Consortium Ltd, please see our website where you can download an application form or sent in your CV to [info@ecarec.co.uk](mailto:info@ecarec.co.uk). Alternatively, please call 01206 330308 for further information.

Applications for this post close on Friday 21<sup>st</sup> July 2017